



CITY OF HOUSTON

Housing & Community Development Department

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Subject: Letter of Clarification No.1
Housing Opportunities for Persons with Aids (HOPWA)

Reference: Request for Proposal No.: T26685

To all Prospective Respondents:

This Letter of Clarification is issued for the following reasons:

- To answer the following questions:

1. Question: *I am trying to complete the RFP budget forms. Should all the budget columns automatically add? Several columns do not, and one of the columns adds incorrectly. (One of the cells in the column appears to be out of the formula)?*

Also on the Summary for the HOPWA Grant/HOPWA Activity Form – I have to insert the numbers manually which forces me to adjust the percentages

Answer: *Yes. The budget columns should automatically add up. We have updated the budget form and uploaded it to the website to ensure all formulas are working. Agencies are welcome to input numbers manually and should double check the numbers are correct.*

2. Question: *Do Exhibit B Drug Policy Compliance Agreement, Exhibit C Contractor's Certification ..., and Exhibit D Drug Policy Compliance Declaration need to be filled out now to submit with RFP or do we wait until later once an award has been given?*

And, do these documents (even, if blank) need to be included in the RFP submission?

Answer: *Please use the HOPWA Program Checklist on Page 17 as a guide to completing your proposal.*

This Letter of Clarification will be considered part of the solicitation referenced on the first page of this document.

Furthermore, it is the responsibility of each RESPONDENT to obtain any previous Letter(s) of Clarification associated with this solicitation.

A handwritten signature in black ink, reading "Tywana L. Rhone". The signature is written in a cursive style with a large, stylized 'T' and 'R'.

Tywana L. Rhone
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